

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given
to the public that the following meetings will be held

THE WEEK OF APRIL 19 – 23, 2010

MONDAY, APRIL 19, 2010

- | | | |
|-------------|-------------------|--|
| * 1:30 p.m. | Solid Waste Board | Materials Recycling Facility
2561 S. Broadway |
| * 3:00 p.m. | Housing Authority | Rm 604, City Hall
100 N. Jefferson Street |

TUESDAY, APRIL 20, 2010

- | | | |
|-------------|----------------------|---|
| * 9:00 a.m. | Board of Supervisors | Legislative Room 203
100 N. Jefferson Street |
|-------------|----------------------|---|

WEDNESDAY, APRIL 21, 2010

- | | | |
|-------------|---|--|
| * 1:00 p.m. | Land Information Office (LIO) Committee | Emergency Operations Center
(Jail Building, 2 nd floor)
3030 Curry Lane |
| * 1:30 p.m. | Emergency Medical Services Council | Board Room
Village of Ashwaubenon
2155 Holmgren Way |

THURSDAY, APRIL 22, 2010

(No Meetings)

FRIDAY, APRIL 23, 2010

(No Meetings)

***Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

CHARLES J. LARSCHIED

PORT AND SOLID WASTE DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

MONDAY - APRIL 19, 2010

1:30 p.m. at the Materials Recycling Facility
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – Meeting Minutes *February 15, 2010*
5. Restructure Project Manager Position – *Request for Approval*
6. Brown County Landfill Windmill – *Update*
7. Brown County Landfill Closure Activities
8. Director's Report
9. Closed Session
19.85(1)(e): Deliberating or negotiating the purchase of public properties . . .
pertaining to the Johanski home and the Oneida Waste Gasification Initiative.
(return to Open Session)
10. Such Other Matters as Authorized by Law
11. Adjourn

Charles J. Larscheid
Port & Solid Waste Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Solid Waste Department at 492-4961, two (2) working days before the meeting, so that arrangements can be made.

Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, April 19, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Paul Kendra, Rich Aicher

APPROVAL OF MINUTES:

1. Approval of the minutes from the March 15, 2010, meeting of the Brown County Housing Authority.
2. Approval of the minutes from the special March 23, 2010, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

3. March 31, 2010 notice from HUD regarding Administrative Fee Funding for HCV Family Self Sufficiency Program Coordinator Salaries.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program (March)
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - F. Portability Activity
 - G. SEMAP Monitoring Report
 - H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - I. Report on the Housing Choice Voucher Home Ownership Option.
 - J. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

OLD BUSINESS:

None.

NEW BUSINESS:

5. Approval of revisions to Chapter 1 (Overview) of the Housing Choice Voucher Administrative Plan.
6. Approval of revision throughout Administrative plan to change "disabled person(s)" to read "person(s) with disability".

7. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2010.
8. Discussion and possible action regarding Family Self Sufficiency Homeownership Coordinator funding.
9. Review and approval of BCHA Commercial Liability Renewal Proposal.
10. Discussion and possible action regarding Mutual Housing Association's request that MHA retain the repaid HOME funds currently accumulated as well as anticipated collections through December 31, 2010.

INFORMATIONAL:

11. Update on staff attendance at Brown County Administrative Committee meeting on March 25, 2010.

BILLS:

March and April bills.

FINANCIAL REPORT:**STAFF REPORT:**

12. Introductions of new ICS staff
13. Confirmation from auditors that if staff prepares financial statements, this alleviates the finding on previous audits.
14. Update on creation of limited term fulltime position to assist Housing Administrator.

BOARD OF SUPERVISORS

Brown County



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E-mail BrownCountyCountyBoard@co.brown.wi.us.

GUY ZIMA, CHAIR

MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Tuesday, April 20, 2008, at 9:00 a.m.**, in the Legislative Room, 100 North Jefferson St., Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**** Presentation ****

Commendation to Outgoing Supervisors

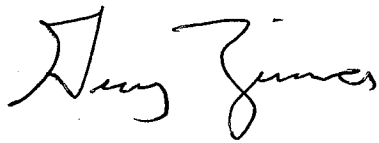
1. Reading of certified list of County Supervisors and swearing-in ceremony.
2. Informational reports from:
 - a) District Attorney John Zakowski – Conflict of Interest and Open Meetings Law.
 - b) Circuit Court Judge Donald R. Zuidmulder- Separation of Powers.
3. Selection of Temporary Chair.
4. Election of County Board Chair.
5. Election of County Board Vice-Chair.
6. Adoption of Agenda.
7. Comments from the Public regarding agenda items only.
8. Approval of minutes of County Board meeting of March 18, 2010.
9. Announcements of Supervisors.
10. Communications: (None)
 - a) Late Communications:

11. **Appointments by County Executive: (None)**
 - a)
12. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
13. **Other Reports: (None)**
14. **Standing Committee Reports:**
 - a) Report of Administration Committee of March 25, 2010.
 - b) Report of Education & Recreation Committee of April 1, 2010.
 - c) Report of Executive Committee of April 12, 2010.
 - d) Report of Human Services Committee of March 24, 2010.
 - e) Report of Planning, Development & Transportation Committee of March 22, 2010.
 - i) Land Conservation Sub Committee of March 22, 2010.
 - f) Report of Public Safety Committee of April 5, 2010.
15. **Resolutions, Ordinances:**
 - Administration Committee, Planning, Development & Transportation Committee, Executive Committee and Public Safety Committee
 - a) Resolution Authorizing the Issuance of Not to Exceed \$21,215,000 Corporate Dept. of Admin – Purpose General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times.
 - Executive Committee
 - b) Resolution to Approve Intergovernmental Agreement between the Village of Ashwaubenon and the County of Brown for Consolidation of Public Safety Dispatch.
 - c) Resolution re: The Reclassification of the Director of Administration Position.
 - d) Resolution to Approve Hiring "Bond Counsel".
 - e) Resolution Approving Buyer's Agency Representation Agreement for Acquisition of Real Estate for Brown County Sheriff's Department Operations.
 - Planning, Development & Transportation Committee
 - f) Resolution re: Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program.
 - g) Ordinance re: Revision of Speed Zone on CTH G Town of Ledgeview, Brown County, State of Wisconsin.
 - Public Safety Committee & Executive Committee
 - h) Resolution Supporting the Renovation of the Federal Courthouse in Green Bay for the Eastern District of Wisconsin.
 - i) Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal".

16. **Such other matters as authorized by law.**
17. **Bills over \$5,000 for period ending.**
18. **Closing Roll Call.**
19. **Adjournment to Wednesday, May 19, 2010 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

**** Please Note - Group picture to be taken at Courthouse @ approx. 11:45 a.m. or 12 noon.**

Submitted by:

A handwritten signature in black ink, appearing to read "Tony Jones". The signature is fluid and cursive, with the first name "Tony" and last name "Jones" clearly distinguishable.

Board Chairman

Attachments

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda.

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AGENDA

Brown County

Land Information Office (LIO) Committee

Wednesday, April 21, 2010

1:00 PM

Brown County Emergency Operations Center

3030 Curry Ln (Brown County Jail building, 2nd floor)

Enter at the main entrance, use the stairway on the right. Use door buzzer if you need assistance.

ROLL CALL:

Kerry Blaney	_____	Keith Deneys	_____
Bill Bosiacki	_____	Chuck Lamine chair	_____
Bill Boyle	_____	Public Safety Director	_____
Bernie Erickson	_____	Ray Smith	_____
Dorothy Erickson	_____	Administration Director	_____
Pat Ford	_____	Jim Wallen	_____
Bill Hafs	_____	Cathy Williquette vice chair	_____
Bob Heimann	_____		

Introduction of new LIO Committee Members

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 14, 2009 LIO Committee meeting

PRESENTATIONS:

2. Uses of GIS in Emergency Management (Cullen Peltier, Brown County Emergency Management Director)
3. New Web Mapping Site (Jeff DuMez, Brown County GIS/LIO Coordinator)

REPORTS:

4. Legislative Updates
 - a. SB507/AB727 "Flat Fee" bill
 - b. AB271 regarding land surveying & mapping
5. Project Updates
 - a. Aerial Photography
 - b. "LiDAR" elevation mapping
 - c. Plat Book
 - d. Land Records Modernization 5-year plan
6. Any Other Matters

Following the meeting, time permitting, a tour of the new 911 call center can be provided.

If you are interested in this, please email Jeff DuMez at: dumez_jd@co.brown.wi.us prior to the meeting so that this can be coordinated with the Communication Center staff.

Notice is hereby given that action by the Land Information Office may be taken on any of the items which are described or listed in this agenda.

ANY PERSON WISHING TO ATTEND, WHO, BECAUSE OF A DISABILITY REQUIRES SPECIAL ACCOMMODATION, SHOULD CONTACT THE BROWN COUNTY BOARD OFFICE AT 448-4015 TWO DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

EMERGENCY MEDICAL SERVICES COUNCIL

Chair, Larry Ullmer

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that a regular meeting of the Emergency Medical Services Council

Wednesday, April 21, 2010, 1:30 pm

**** Please Note Meeting Location ****

**Village of Ashwaubenon, Board Room
2155 Holmgren Way**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of February 17, 2009.
4. End of Life Program Update.
5. Medical Director's Report.
6. Training and Standards Work Group.
7. Statewide Committees and Task Force – Reports.
8. Other Business.
9. Public Comment and Such Other Matters as Authorized by Law.
10. Next Meeting – June 16, 2010 1:30pm
11. Adjourn

Chair, Larry Ullmer


Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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APRIL 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:30pm 1	2	3
 Easter 4	Public Safety 5:30 pm 5	Election Day 6	7	8	9	10
11	Executive Cmte 6:00 pm 12	Vets' Recognition 5:15pm 13	14	15	16	17
18	19	Board of Supervisors 9:00 am 20	EMS 1:30pm 21	22	23	24
25	Land Con 6pm Plan Dev & Trans 6:30 pm 26	Criminal Justice Coord Bd 3:30pm 27	Human Svc Cmte 6pm 28	Admin Cmte 5:30 pm 29	30	

BROWN COUNTY COMMITTEE MINUTES

- Harbor Commission (March 8, 2010).
- Human Services Board (April 8, 2010).
- Planning Commission Board of Directors Chapter 21 Subdivisions Ordinance Revision Subcommittee (February 25, 2010).

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PORT AND SOLID WASTE DEPARTMENT

Brown County

Approved:

4.12.10

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

CHARLES J. LARSCHIED

PHONE: (920) 492-4950 FAX: (920) 492-4957

PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on Monday, **MARCH 8, 2010**, 2:30pm., at the Brown County Materials Recycling Facility, 2561 South Broadway, Green Bay, Wisconsin. The meeting was officially called to order by President McKloskey at 2:36pm.

1. Roll Call:

Present: President Neil McKloskey
Vice-President Tom Van Drasek (left at 3:26pm)
Commissioner Bill Martens
Commissioner John Gower
Commissioner Craig Dickman
Commissioner Ron Antonneau (arrived at 2:47pm)
Commissioner Hank Wallace

Excused: Commissioner Bernie Erickson
Commissioner John Hanitz

Also Present: Chuck Larscheid, Brown County Port & Solid Waste
Dean Haen, Brown County Port & Solid Waste
Scott Selby, Leicht
Chip McDonald, South Bay Moving
Chester McDonald, McDonald Warehousing

2. Approval/Modification – Meeting Agenda

A motion to approve the agenda was made Tom Van Drasek and seconded by John Gower. Unanimously approved.

3. Approval/Modification – February 8, 2010 Meeting Minutes

A motion to approve the February 8, 2010 minutes was made by John Gower and seconded by Craig Dickman. Unanimously approved.

5. Strategic Plan Subcommittee – Update

Commissioner Dickman indicated the Subcommittee did not have an opportunity to meet again to continue on the buildout of the Strategic Initiatives supporting the major strategic themes which the Subcommittee previously created. A copy of the working document was handed out showing the work done to date on the Mission Statement, Vision to the Port and the four major strategic themes. Commissioner Dickman will be presenting information on the Strategic Plan at the upcoming Symposium. Feedback from the Commission was requested. The Subcommittee will meet once more before the Symposium which is being held on Monday, March 29, 2010. Haen indicated he will have the invites for the Symposium in the mail by next week.

4. Fox River Navigation/Environmental Dredging Issue – Request for Action

Manager Haen outlined what has to be done regarding the Fox River dredging issue; those being: 1) finish form letter, 2) include the addresses of individuals Congressman Kagen met with at hearing, 3) copy of letter to all regional federal offices, federal offices and state representatives listed for the terminal operators to use, and 4) testimony will be forwarded.

Haen read the testimony from Congressman Kagen's meeting. The Commission discussed the testimony and how to proceed. The Commission noted time is of the essence and suggested follow-up with Gail Garrity-Reed and Eric Genrich of Congressman Kagen's Office to obtain a statement from his office to go out with the packet as well.

Although Manager Haen and Director Larscheid are going to Washington D.C. this week, they were unable to set up any meetings with Congressman Kagen and the two agencies. A second trip to Washington may be necessary.

General Van Antwerp's message to Congressman Kagen was read. Congressman Kagen has indicated that he took what was said at the meeting as a commitment and has put out a press release stating such. The Commission discussed doing something further in the media to reinforce said commitment. Discussion ensued on the Commissions' position and support for Congressman Kagen's effort to resolve future dredging in the Fox River.

Motion to support Congressman Kagen's initiative to find a solution to resume dredging in the Fox River no later than the 2011 dredging season to meet the ongoing operations of the Port of Green Bay and the terminal operators with no additional increased costs was made by Ron Antonneau and seconded by Hank Wallace. Unanimously approved.

Motion to suspend the rules was made by John Gower and seconded by Ron Antonneau. Unanimously approved.

Chip McDonald asked if the cost and method of dredging used by the USACE this time would affect future dredging methods and costs. Staff agreed this is the whole issue.

Motion to return to regular session was made by Tom Van Drasek and seconded by Craig Dickman. Unanimously approved.

6. WDOT Harbor Assistance Program Statement of Intentions (SOI) – Request for Approval

Annually all potential grant applicants for the Harbor Assistance Program are submitted to the Wisconsin Department of Transportation. Noble Petro's request for a flare unit in order to move petro products in and out of the Port is the only new SOI, with the remainder being continuing requests. The Commission questioned the wording on the 2011, 3rd priority for Leicht's. Staff indicated they would follow-up on this (the linear footage needs correction). **A motion to approve was made by Ron Antonneau and seconded by Tom Van Drasek.** Unanimously approved.

7. Appropriation Request Forms – Request for Approval

The Appropriation Request forms which were submitted to Senator Kohl and Congressman Kagen were reviewed. The request is focused on Renard Island closure as the Port's congressional priority. Included with the request is an overview of the USACE's budget which was reviewed by staff. Discussion ensued on making other legislators aware of the Port's appropriation requests. **A motion to approve appropriation request forms for Kagen and Kohl with Renard Island as the main focus was made by John Gower and seconded by Ron Antonneau.** Unanimously approved.

8. Harbor 217 Fund Allocation – Request for Approval

Staff met with Brown County Finance to figure out the proper allocation of USACE Section 217 reimbursements to Brown County Port's funds. BayPort capacity will be going from 2.5M cy to 7.5M cy and that changes the dynamics of this fund. Staff recommended review of the fund every five (5) years to ensure the fund is on target for meeting future expenses once the 217 Agreement ends. Discussion ensued. **A motion to approve was made by Hank Wallace and seconded by Ron Antonneau.** Unanimously approved.

9. Director's Report

- PD&T meeting is next Monday at which time approval on the above-mentioned SOI's will be requested.
- County Board is considering a 0% levy increase for each Department for 2011 budget.
- Meeting location – will be discussed at next meeting.
- Marine Delivers – public outreach education effort across the Great Lakes. This organization is asking the Port of Green Bay for \$10,000 annually for a two-year commitment to participate. By eliminating some miscellaneous spending such as advertisements, brochure, memberships, etc., staff feels this amount could be obtained and would be a better investment. This item will be discussed at the upcoming Symposium.

10. Audit of Bills

The bills for the last two months were reviewed. **A motion to approve was made by Bill Martens and seconded by Hank Wallace.** Unanimously approved.

11. Such Other Matters as are Authorized by Law

No other matters were discussed.

12. Adjourn

A motion to adjourn was made by Hank Wallace and seconded by John Gower. Unanimously approved. Meeting adjourned at 3:54pm.

Neil McKloskey, President
Harbor Commission

Charles Larscheid, Director
Port & Solid Waste Department

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, April 8, 2010 at Brown County Shelter Care- 2980 St. Anthony Drive, Green Bay, WI

Present: Tom Lund, Chairman; Paula Laundrie-Geishirt,
Dottie Schoenleber, Helen Smits, Maria Zehren

Excused: JoAnn Grashberger

Also

Present: Brian Shoup – Human Services Director
Steve Felter – Shelter Care Services

1. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 5:15 p.m.
Committee members introduced themselves to Mr. Felter.
2. **Approve/Modify Agenda:**
Motion made by P. Laundrie-Geishirt and seconded by H. Smits to approve the agenda. MOTION APPROVED UNANIMOUSLY
3. **Approve Minutes of March 11, 2010 Human Services Board Meeting:**

Motion made by D. Schoenleber and seconded by Zehren to approve the minutes. MOTION APPROVED UNANIMOUSLY
4. **Presentation and Tour: Shelter Care Services –
Steve Felter, Unit Supervisor**

Before giving the Board a tour of the Shelter Care facility, located at 2980 St. Anthony Drive on the east side of Green Bay, Unit Supervisor, Steve Felter, explained that the facility was built in 1991. He has been with the agency since 1987. Shelter Care is a short-term residence for male and female youth, ages 10 to 17, placed here or made eligible for placement by Juvenile Court Judges, Commissioners, or Court appointed Intake Workers. Shelter care is staffed 24 hours a day, 365 days a year by trained professionals. In addition to providing around the clock supervision, the staff lead learning and recreational programs designed to develop positive social and daily living skills. They also provide support and consultation to residents while serving as examples of adult role models. Their mission is to strengthen youth and their families.

Shelter care is a non-secure facility although residents must have permission to come or go per the rules of their individual service plan. Off-site visits include school attendance, appointments with community service providers, family visitation and home passes. Residents are expected to maintain a clean living environment in both personal and group areas, learn how to do their own

laundry, and assist with normal household chores such as mealtime cleanup. Appropriate behavior is expected at all times. A daily point system is used to earn privileges.

Mr. Felter reported that over the past four years, there has been an annual average population of 428 youth per year, of which 264 were Brown County residents. Those served from out of county averaged about 48 annually.

5. **CTC Memorial Policy (attached):**

The policy (included in packet material) for "Honoring Individual Achievements at the Brown Community Treatment Center" for the creation of a Barbara Bauer Award was reviewed and discussed. Criteria includes:

- Extraordinary leadership as a volunteer, advocate, policy maker, elected or appointed official, or professional in support of mental health, addictions, or long term care.
- The leadership achievements have been documented and have advanced the mission of the CTC.
- Must be or have been a Brown County citizen

Candidates for nomination would be considered each December by the Human Services Board and any nominations would be presented to the Human Services Committee for final approval. Neither a nomination nor approval is required in a given year if no candidate is considered.

A Hall of Honor shall be designated at the CTC with a special plaque honoring Barbara Bauer. Thereafter, plaques of all recipients of the Barbara Bauer Award will be hung in this hallway.

The Board will review the criteria further before presenting the concept to the Human Services Committee.

6. **Family Care Update:**

Human Services Director, Brian Shoup, explained that by September a joint resolution will need to be passed by the Brown County Board in regard to Family Care, along with the seven other Wisconsin Districts. Chairman Lund suggested the resolution be presented to the Board mid-to late summer for this approval to happen. Mr. Shoup announced that Rolf Hansen has been hired as the Planning Director for this District with an office at NWTC.

7. **Community Treatment Center Update:**

Mr. Shoup indicated he has been contacted by the Veterans Administration regarding the possibility of having an acute psychiatric facility located in Brown County. He will continue to update the committee as discussions proceed.

8. **Financial Report:**

Shoup applauded staff for recalculating rates, resulting in a recovery of an approximate \$1 million for Sophie Beaumont and the CTC.

9. **Bellin Hospital Statistical Update:**
A letter from Linda Roethle of Bellin Hospital reports that Bellin Psychiatric Center did not transfer any involuntary adolescents to other institutions during the last reporting period, nor were there any admissions refused.
10. **Community Treatment Center Statistical Update:**
Statistical reports in packet material were noted.
11. **Contract Update:**
Report from Jill Roland, Contract & Provider Relations Manager was noted.
12. **Director's Report:**
Mr. Shoup highlighted the following activities over the last reporting period:
 - Initiative to improve customer service at the hospital is underway
 - An RFP for conversion of medical records has been sent out. The goal is to reach an agreement with a vendor in order to be compliant with the November 2011 deadline.
13. **Any Other Matters:**
Next Meeting: Thursday, May 13th, 2010
Topic to be Discussed: Children's Protective Services
13. **Adjourn Business Meeting:**

Motion made by Laundrie-Geishirt and seconded by Schoenleber to adjourn at 7:10 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
CHAPTER 21 SUBDIVISIONS ORDINANCE REVISION SUBCOMMITTEE
Thursday, February 25, 2010
Northern Building
305 E. Walnut St., Room 200
Green Bay, WI
3:00 p.m.

ROLL CALL:

Bill Bosiacki	<u>Exc</u>	Dennis Reim	<u>X</u>
Graham Callis	<u>X</u>	Peter Schleinz	<u>X</u>
David Chrouser	<u>X</u>	Michael Soletski	<u>X</u>
Norbert Dantinne, Jr.	<u>Exc</u>	Michael Vande Hei	<u>X</u>
Pat Ford	<u>X</u>	Andrew Vissers	<u>Exc</u>
Pat Kaster	<u>X</u>	Jim Wallen	<u>X</u>
Chuck Lamine	<u>Exc</u>		

The meeting was called to order by M. Soletski at 3:00 p.m.

1. Approval of the January 28, 2010, Chapter 21 Subdivisions Ordinance Revision Subcommittee meeting minutes.

A motion was made by D. Reim, seconded by M. Vande Hei, to approve the minutes. Motion carried.

2. Review Planned Unit Developments definition suggestions for the following:

- a. Traditional neighborhood development

A definition did not print properly in the supplemental packet. The subcommittee discussed the general meaning and asked support staff to prepare a new definition for the next meeting.

- b. Cluster development

The definition was revised to read, "A planned unit development technique that cost effectively concentrates buildings and improvements on a portion..."

- c. Row housing

The definition remained unchanged. The subcommittee discussed adding 'row development' or a related title to the definitions and Planned Unit Developments subsection.

- d. Common property

The definition was revised to read, "Any land held in common for public use by a municipality, or through a homeowners..."

- e. Mixed use

The definition was acceptable.

f. Innovative development

The definition was revised to read, "A development with characteristics of a planned unit development which utilizes new development ideas."

A motion was made by D. Chrouser, seconded by J. Wallen, to approve the definitions with the above referenced revisions. Motion carried.

3. Review and action regarding Variances (s. 21.81).

The subcommittee recommended changing "extraordinary hardship" in subsection 21.81(1) to read "hardship".

A motion was made by D. Chrouser, seconded by J. Wallen, to approve the above referenced revision. Motion carried.

4. Follow-up discussion regarding 40 acre land divisions.

N. Dantine was not present to provide an update. The subcommittee agreed to delay the topic until next meeting. The subcommittee asked support staff to provide a short summary about the Working Lands Initiative.

5. Geotechnical study and report requirements.

P. Schleinz explained that the geotechnical study and report was a document that was accepted from developers and land dividers to justify the buildability of areas that may appear unsuitable for development. The document was accepted in certain situations without having to go through an additional variance or appeal process. The elements of the document were already in use, so nothing new was created for land dividers or developers. The addition to subsection 21.33 would allow all users of the ordinance to know minimal elements that should be included in the document.

The subcommittee discussed various issues related to unsuitable lands, how a geotechnical study and report could protect the land divider and developer, how developers would want to know where they could build, and if the staff should be identifying lands unsuitable for building.

A motion was made by P. Ford, seconded by J. Wallen, to approve the requirements. The motion was not acted upon.

The subcommittee further discussed topics related to lands unsuitable for building that were not a posted agenda item.

A motion was made by D. Reim, seconded by J. Wallen, to hold the agenda item until subsection 21.32 and 21.33 are discussed at a future meeting. Motion carried.

6. Electronic submittal process.

P. Schleinz explained that the electronic submittal process for land divisions was pilot-tested in January 2010 with a small handful of land dividers. Great success was achieved and the process was expanded to all land dividers in February 2010. The process reduces printing costs for the land divider because a significantly lower number of hard copies must be submitted to the Planning and Land Services office. Although State Statutes require certain

time frames for agents to complete reviews, staff noticed some response rates occurred faster. Thus, the property owner would be happy in many cases.

D. Chrouser asked if the electronic submittal change would lead to a reduction in review fees.

P. Schleinz responded no. State Statutes do not allow the county to charge more than the review costs. When review fees were last adjusted over five years ago, the costs were higher than the review fees. The current review costs are still higher than the review fees.

A motion was made by D. Chrouser, seconded by P. Ford, to approve the electronic submittal process revision as recommended by staff. Motion carried.

7. Other matters.

None.

8. Confirm upcoming meeting scheduled for March 25 at 3:00 p.m.

The subcommittee suggested holding all future subcommittee meetings on the last Thursday of the month at 3:00 p.m.

9. Adjourn.

The meeting adjourned at 4:25 p.m.